PUBLIC SWIMMING POOL PERMIT PROCESS

APPLICANT

- Submit Operating Permit application, plans and specifications to FDOH County Health Department
- Receive FDOH application receipt form letter

FDOH

- Performs application plan and specification review
 Review comments or requests for additional information should be issued within 30 days per FS.514.031(1)(b)
- Comments must be provided to the applicant and the building department

CONTRACTOR

- Submit building permit application to the local building department
- Include receipt letter from FDOH for Operating Permit application

BUILDING PARTMENT

- Processes application and completes plan review(s)
- May confer with FDOH; however, do not delay the reviews awaiting FDOH comments
- When non-compliant, the contractor will be advised to revise and resubmit
- When the plans are approved as code compliant the permit will be issued

CONTRACTOR

Construction commences



- Progress inspections are performed when scheduled, as required by the building department
- Final inspection performed (Recommend joint inspection with FDOH)
- Permit cannot be closed out until the FDOH Operating Permit has been issued

APPLICANT

- Provide a copy of the final building inspection to FDOH
- Request FDOH final inspection for Operating Permit in writing (Applicant, contractor or design professional)

FDOH

- Perform Operating Permit inspection
- •Issue Operating Permit when the project is determined to be compliant

CONTRACTOR

- Submit FDOH Operating Permit to Building Department
- Request Certificate of Construction Completion

BUILDING DEPARTMENT

- •Issue Certificate of Construction Completion upon receipt of FDOH Operating Permit
- Close permit

Guidance provided by the Florida Public Swimming Pool Coalition whose members include representatives from the following groups:









PUBLIC SWIMMING POOL CONSTRUCTION PERMIT PROCESS



MONROE COUNTY



FLORIDA DEPARTMENT OF HEALTH IN MONROE COUNTY

Owner or Owner's Agent must apply for a public pool permit by completing form DH 4159, and including a set of proposed plans and a check for \$150.00 per facility made payable to "Department of Health". In other words, if you have a pool and a spa you are proposing to construct, you need to apply for a permit for each one.



FLORIDA DEPARTMENT OF HEALTH IN MONROE COUNTY

Apply at local health department office. Owners and owner's agents are encouraged to provide an electronic copy of their plans and form DH 4159 to the health department's regional engineering office at: mark.pabst@flhealth.gov

Key Largo

Nelson Government Center 102050 Overseas Highway Key Largo, Florida 33037 (305) 453-8750

Open Monday, Wednesday and Friday from 9:30 AM to 3:30 PM

Marathon

Ruth Ivins Center for Public Health 3333 Overseas Highway Marathon, Florida 33050 (305) 289-2721

Open Tuesday and Thursday from 9:30 AM to 3:30 PM

Key West

Dept. of Juvenile Justice Building College Road Key West, Florida 33040 (305) 809-5670

Open Monday, Wednesday and Friday from 9:30 AM to 3:30 PM



FLORIDA DEPARTMENT OF HEALTH IN MONROE COUNTY

Local health department office issues "Receipt of Application for Public Swimming Pool Permit" letter. Every effort will be made to issue the letter on the same day as application. With this letter, the applicant now applies to the local building department for a construction permit.



LOCAL BUILDING DEPARTMENT

With the "Receipt of Application for Public Swimming Pool Permit" letter, owner or owner's agent applies for a construction permit at the local building department.



REGIONAL DOH ENGINEER SUPPLIES LOCAL BUILDING DEPARTMENT AND LOCAL HEALTH DEPARTMENT WITH RESULTS OF PLAN REVIEW FOR CRITICAL LIFE AND SAFETY ISSUES. At this point, the local building department will process the permit application and when all requirements of the Florida Building Code are met, they will issue a construction permit for the pool. The contractor may then begin construction.

FL Dept. of Health Pool Operating Permit Application Sequence

Specific Authority: 514.03(1) & 553.79, FS, effective October 1, 2014

Before pool construction begins:

1) Applicant applies to DOH CHD on completed form DH4159 with set of proposed plans/specs, and \$150 fee (for initial inspection).

2) DOH CHD provides filled-in Application Receipt Letter to applicant to provide to Building Department. With the DOH Application Receipt Letter, the applicant applies to Building Department for construction permit.

- 3) Within 30 days of receipt, DOH CHD* reviews the submitted operating permit application; and notifies the applicant and the building department of any critical health or safety issues that require correction before a DOH operating permit could be issued.
- 4) Building Department issues construction permit.

DOH CHD waits for pool to be built.

- 5) DOH CHD* receives written request for initial operating permit engineering inspection from the applicant, the commercial pool contractor, or the design engineer.
- 6) The building department may or may not have conducted its final construction inspection. Whenever possible, the DOH CHD* should coordinate its initial operating permit engineering inspection with the building department's final construction inspection.
- 7) Where critical health or safety issues** exist, the operating permit shall not be issued. The DOH CHD shall deny the permit and notify the applicant of the violations and the requirement to either correct the violations or apply for a variance.
- 8) Once violations** are corrected or a variance approved, the applicant shall re-apply for the operating permit with a set of "as-built" plans complying with any DOH issued variance and provisos. The DOH CHD* shall then re-inspect the pool, verify compliance, and issue the initial operating permit to the applicant.
- 9) Building Department issues certificate of occupancy or completion (CO or CC) only after receipt of DOH CHD operating permit issuance notification.

*For CHDs using EH Bureau Pool Engineering assistance or their delegated CHDs, the application package or inspection request must be routed to appropriate Bureau/delegated CHD office promptly.

**Critical health and safety issues include items that cannot be corrected without major redesign or reconstruction activities to the pool, or replacement of water treatment equipment.

Note: Modifications use the same sequence, however no DOH fee is charged, and a letter of acceptance is issued by CHD to applicant rather than a new operating permit.

Version: September 25, 2014